

...and Welcome to this Presentation

on how the Request for an Occupation Certificate process

works

(Download our FAQ's on our website for more info.)

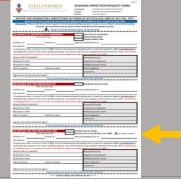




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Download the request for final Occupation building inspection form from our website (Ref. to Section C, 2nd option) https://stellenbosch.gov.za/planning



2 working days to do scheduled inspection





2. Please complete the inspection form <u>in full</u> and...

- Also download the OCCUPATION CHECKLIST FORM from the ST website.
- Email the completed request inspection form to the applicable building inspector download area for building inspectors within the WC024 area.
- Allow for 2 working days lead time for a scheduled Occupation inspection.
 ***PLEASE NOTE: This request for an Occupation Inspection Is done in terms of s14, NBR, Act 103, 1977)

3. Once the Building inspector has done a O.C.

inspection...

- A formal inspection report must be emailed to the applicant/owner in writing in a prescribed manner in terms of s14(b), NBR.
- This must be done within 14 working days from the date that the inspection was scheduled by the building inspector and the applicant.
- S24(1A), NBR "...the owner of the building or any other person having an interest" can request an Occupation inspection in writing.

4. What happens after a O.C. inspection has been done?

- If the request has been...
- APPROVED Then a formal Occupation certificate will be issued to the owner/applicant. This can only be signed off by the BDN Manager once the building has been built according to the Council approved plans & all COC's received.
- REFUSED Then the BI will notify the owner/applicant in writing the outstanding items required in terms of the O.C. checklist. All items must be completed to the satisfaction of the Local Authority before a Formal Occupation Certificate can be issued.

	STELLENBOSCH SUBJECT STREET, STELLENBOSCH SUBJECT SUBJECT			
	Building Plan No:	Erf Number:	Date:	- 11F
	Address: Inspector:			
	Certificate required (if appl	icable):		
	Written application - Act 103 of 1977 - Section 14 (14 days' Hotice to Local Authonity) SACAP rational designs - Form 4 for each appointment in Form 2 (including SANS XA) Plumbing Certificate			
	Electrical Certificate Gas Certificate			F
	Glazing Certificate Lift Certificate			
	Fire Certificate A 19 Certificate			= 1
	Approved plans on-site			
	Access to all areas for inspection Building work in accordance with approved plans			
	Parking (demarcated) completed Facilities for disable persons completed (bath rooms, parking, signs, ramps)			
	Storm Water control completed Balustrades and Handrails in accordance with SANS – Part M			
	Refuse yards / areas completed Builders' rubble removed from site and pavements			
	All scaffolding removed from	n building		
	Mechanical Engineers draw	gs submitted – (stairs, foundatio ings submitted – Ventilation syst	ns, slabs, rc beams, steel) em	
		nge in levels I Protection		
	- Ran OTHER	nps & Driveways		_
	CHECKED: BUILDING CONTRO	SIGNATURE	DATE	
٠	S14(b), N	BR, Act 10	3,1977	l (
٠	Download BI inspection request			
۰	Download BI contacts			
•	Downloa	d BI areas	within WO	:024
*O.C. = O ccupation C ertificate				
-				
*B.I. = Building Inspector				
IMPORTANT NOTICE:				
According to NBR legislation the Municipality				
ha	c 1/ days to	concludo a	$n \cap C$ roqui	act

We, as the BDM team, will endeavor to issue Occupation Certificates as soon as practical possible. Please be patient in the regard. Feel welcome to discuss this with your B.I.